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SUBSIDIARY BODY FOR IMPLEMENTATION
Fourteenth session
Bonn, 16-27 July 2001
Item 2 (a) of the provisional agenda

PROVISIONAL AGENDA AND ANNOTATIONS

Note by the Executive Secretary

I. INTRODUCTION

1. Arrangements have been made for the fourteenth session of the Subsidiary Body for Implementation (SBI) to be held at the Hotel Maritim, Bonn, Germany in the period from 16 to 27 July 2001. The SBI session is scheduled to be opened by the Chairman at 3 p.m. on Monday, 16 July 2001. Most of the work of the session will be done on 16 and 17 July, before the formal resumption of the sixth session of the Conference of the Parties (COP 6, part 2) on 18 July. Outstanding business will be taken up in the week of 23 July.

2. To allow delegations to focus on the important political tasks of the resumed COP 6, the provisional agenda for the fourteenth session of the SBI has been kept to a minimum. It includes progress reports on activities since the thirteenth session, as well as administrative matters that cannot be deferred. Most substantive items that are not on the COP 6 agenda have been left for consideration at the fifteenth session of the SBI. However, provision has also been made for the SBI to take up any items referred to it by the Conference of the Parties at the second part of its sixth session.

II. PROVISIONAL AGENDA

3. The provisional agenda for the fourteenth session of the SBI, proposed after consultation with the Chairman, is as follows:

1. Opening of the session.

2. Organizational matters:

   (a) Adoption of the agenda;
   (b) Organization of the work of the session;
   (c) Election of officers other than the Chairman.

3. Reports on inter-sessional activities:

   (a) Further work concerning least developed countries;
   (b) Work of the Consultative Group of Experts on National Communications from Parties Not Included in Annex I to the Convention;
   (c) Ongoing activities on reporting and review of greenhouse gas inventories in Parties included in Annex I to the Convention (implementing decisions 3/CP.5 and 6/CP.5).

4. Administrative and financial matters:

   (a) Financial performance 2000-2001;
   (b) Programme budget for the biennium 2002-2003;
   (c) Implementation of the Headquarters Agreement;
   (d) Institutional linkage of the UNFCCC secretariat to the United Nations;
   (e) Juridical personality of the Convention secretariat on the international plane.

5. Any matters referred to the Subsidiary Body for Implementation by the Conference of the Parties.

6. Report on the session.

III. ANNOTATIONS TO THE PROVISIONAL AGENDA

1. Opening of the session

4. The fourteenth session of the SBI is scheduled to be opened by the Chairman at 3 p.m on Monday, 16 July 2001.

2. Organizational matters

(a) Adoption of the agenda

5. The provisional agenda for the fourteenth session of the SBI will be presented for adoption.

(b) Organization of the work of the session

6. Parties are invited to refer to the annotated agenda of the COP for information on the general schedule. Parties may wish to consult the Daily Programme, published prior to and during the session, for an updated and detailed schedule of work of the SBI.

(c) Election of officers other than the Chairman

7. Pursuant to rule 27 of the draft rules of procedure being applied, the SBI is expected to elect its own Vice-Chairman and Rapporteur. The Chairman will undertake consultations with the Coordinators of the regional groups with a view to electing the other officers. Early agreement on the nominations by the regional groups will enable the SBI to elect the remaining officers and to continue its work in an efficient manner. The current officers of the Subsidiary Body for Implementation will remain in office until their successors are elected.

3. Reports on inter-sessional activities:

(a) Further work concerning least developed countries

(i) Input to the Third United Nations Conference on the Least Developed Countries

8. **Background**: The COP, at the first part of its sixth session (COP 6, part 1) requested the secretariat to conduct activities to enable the least developed country Parties (LDCs) to provide technical input, relating to the adverse effects of climate change on the LDCs to the Third United Nations Conference on the Least Developed Countries which was held in Brussels in May 2001.

9. **Action**: The SBI may wish to invite the spokesperson of the LDC Group to report on the outcome of these activities.

(ii) Development of draft guidelines for the preparation of national adaptation programmes of action

10. **Background**: At the first part of its sixth session, the COP also requested the secretariat to organize a workshop to develop draft guidelines for the preparation of national adaptation programmes of action before the fourteenth sessions of the subsidiary bodies.

11. **Action:** The SBI may wish to take note of the document FCCC/SBI/2001/7 and call the document to the attention of the SBSTA.

(iii) The institutional development needs

12. **Background**: At the first part of its sixth session, the COP recommended that least developed country Parties provide submissions to the secretariat by 15 February 2001, on their basic institutional needs for strengthening and, where needed, establishing national climate change secretariats/focal points, as well as on their training needs in negotiating skills and language, in order to develop the capacity of their negotiators for effective participation in the climate change process. The COP further requested the secretariat to compile this information and provide a preliminary estimate of the amount of funding needed to meet these needs.

13. **Action**: The SBI may wish to take note of the information contained in document FCCC/SBI/2001/6 containing the compilation of the above-mentioned submissions and the preliminary estimate referred to above.

(b) Work of the Consultative Group of Experts on national communications from Parties not included in Annex I to the Convention

(i) Report of the second and third meetings of the Consultative Group of Experts

14. **Background**: The Conference of the Parties at its fifth session, by its decision 8/CP.5, decided to establish a Consultative Group of Experts on National Communications from Parties Not Included in Annex I to the Convention (CGE) with the objective of improving national communications from Parties Not Included in Annex I. In accordance with the terms of reference of the CGE, which are annexed to decision 8/CP.5, the group has met three times so far. At its third meeting, the CGE decided to forward a report which includes recommendations for the improvement of national communications from non-Annex I Parties.

15. **Action**: The SBI may wish to take note of the information contained in documents FCCC/SBI/2001/2 and FCCC/SBI/2001/3, as well as document FCCC/SBI/2001/8 which will be made available during the session.

(ii) Report of the interregional workshop of the Consultative Group of Experts

16. **Background**: According to the same terms of reference, there is to be one workshop each year in each of the regions (Africa, Asia, and Latin America and the Caribbean) to consider both regional and sub-regional experiences. The three regional workshops were held in Mexico City, Mexico, for Latin America and the Caribbean; Nairobi, Kenya, for Africa; and Bangkok, Thailand, for Asia, all in the year 2000. The report of the first workshop was considered by the CGE at its first meeting. The reports of the second and third workshops were discussed by the CGE at its second meeting held from 9 to 10 November 2000, in The Hague, the Netherlands.

17. The CGE at its second meeting decided not to hold three regional workshops in 2001 but instead to hold an interregional workshop in March 2001 in Panama City, Panama, to further consider the conclusions and recommendations of the three CGE regional workshops held in 2000, to facilitate interregional exchange of experiences on the preparation of national communications, and to provide inputs to the CGE for the preparation of its report to the SBs in accordance with decision 8/CP.5. The report of the interregional workshop will be made available to the SBI at its fourteenth session.

18. **Action**: The SBI may wish to take note of the information contained in document FCCC/SBI/2001/INF.1, on the interregional workshop of the CGE.

(c) Ongoing activities on reporting and review of greenhouse gas inventories in Parties included in Annex I to the Convention (implementing decisions 3/CP.5 and 6/CP.5)

19. **Background:** The COP at its fifth session, by its decision 6/CP.5, adopted guidelines for the technical review of greenhouse gas (GHG) inventories from Parties included in Annex I to the Convention (Annex I Parties), hereinafter referred to as the review guidelines, for a trial period covering inventory submissions due in 2000 and 2001 (FCCC/CP/1999/6/Add.1).

20. By this decision, the COP requested the secretariat to conduct annual initial checks and an annual synthesis and assessment of GHG inventories for all Annex I Parties beginning in

2000, in accordance with the provisions of the review guidelines. It also requested the secretariat to conduct, during the trial period, individual reviews using different approaches, namely desk, centralized and in-country reviews.

21. The COP also requested the SBI to evaluate experience of the technical review based on a report prepared by the secretariat, for consideration by the SBI, with a view to adopting revised guidelines for the technical review of inventories at COP 8.

22. At the same session, by its decision 3/CP.5, the COP also adopted guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part I: UNFCCC reporting guidelines on annual inventories, hereinafter referred to as the reporting guidelines (FCCC/CP/1999/6/Add.1). These guidelines should be used by Annex I Parties for reporting inventories due by 15 April each year, beginning in the year 2000.

23. Decision 3/CP.5 also requested the secretariat to prepare a report on the use of the reporting guidelines, in particular the common reporting format (CRF), for consideration by the Subsidiary Body for Technological and Scientific Advice (SBSTA) at its fifteenth session, with a view to submitting a decision on possible revision of the reporting guidelines. The SBI, at its tenth session, set up a two-year trial period beginning in 2000 to assess the guidelines.

24. The secretariat has conducted initial checks of inventories submitted in 2000 and 2001 and has performed the synthesis and assessment of inventories submitted in 2000. The corresponding status reports and the synthesis and assessment report were published on the secretariat web site. Inventories submitted in 2000 were also subject to individual reviews coordinated by the secretariat. One desk review of three national inventories, one centralized review of six national inventories, and four in-country reviews of national inventories of Annex I Parties which have volunteered to be reviewed, have been conducted so far. Fifty national experts from both Annex I and non-Annex I Parties have participated in these activities. Preparations for the synthesis and assessment and individual reviews of 2001 GHG inventory submissions are under way.

25. **Action**: The SBI will receive an oral progress report prepared by the secretariat on the ongoing activities for implementing decisions 3/CP.5 and 6/CP.5. In view of the ambitious work programme to implement such decisions during the trial period, it is proposed that discussion on this matter take place at SBI 15 and SBSTA 15. For those sessions it is expected that the subsidiary bodies will have before them the two reports to be prepared by the secretariat, mentioned in paragraphs 24 and 26 above, as well as the synthesis and assessment report of national GHG inventories submitted in the year 2000 and the individual reports on the technical review of eight Annex I Parties' inventory submissions.

4. Administrative and financial matters

(a) Financial performance 2000-2001

26. **Background:** The General Assembly revised the United Nations scale of assessment at its fifty-fifth session in December 2000, thus necessitating the revision of the indicative contribution by Parties to the core budget for 2001. The table reflecting these changes is attached to document FCCC/SBI/2001/INF.2. This document updates the table of indicative contributions

attached to the programme budget for 2000-2001 contained in decision 20/CP.5 (see FCCC/CP/1999/7/Add.1).

27. Information on the latest status (as at 30 June 2001) of contributions by Parties to the core budget, the Trust Fund for Participation in the UNFCCC Process and the Trust Fund for Supplementary Activities of the UNFCCC is contained in document FCCC/SBI/2001/INF.3 which will be made available during the session.

28. **Action:** The SBI may wish to take note of these reports and invite Parties to note their revised indicative contributions. It may also wish to express its appreciation to the Parties that have made timely contributions to the core budget, and especially to those that have made voluntary contributions to the other trust funds. Meanwhile, the SBI may urge Parties that have not paid their contributions to do so in a timely manner.

(b) Programme budget for the biennium 2002-2003

29. **Background:** The financial procedures of the Convention stipulate that "the head of the Convention secretariat shall prepare the administrative budget for the following biennium, and shall dispatch it to all Parties to the Convention at least 90 days before the opening of the ordinary session of the Conference of the Parties at which the budget is to be adopted". Accordingly, the Executive Secretary will propose, for consideration by the SBI, a programme budget for the biennium 2002-2003 (document FCCC/SBI/2001/4).

30. **Action:** The SBI is invited to consider the proposal by the Executive Secretary and recommend a budget for the biennium 2002-2003 for adoption by the COP at its seventh session. The SBI is also invited to authorize the Executive Secretary to notify Parties of their 2002 contributions to the core budget based on the recommended budget.

(c) Implementation of the Headquarters Agreement

31. **Background:** At the thirteenth session of the SBI, the host country reported on the implementation of the Headquarters Agreement, specifically with respect to office space for the secretariat, the difficulties faced by delegations in obtaining visas, and by the secretariat with regard to visas, residence status and work permits for family members. The SBI took note of the statements made by the host Government and the Executive Secretary, and invited them to report on progress at its next session.

32. **Action:** The host government and the Executive Secretary will make oral presentations on the progress made so far. The SBI may wish to consider the information provided and take any action it deems necessary.

(d) Institutional linkage of the UNFCCC secretariat to the United Nations

33. **Background:** By its decision 22/CP.5, the Conference of the Parties approved "the continuation of the institutional linkage of the Convention secretariat to the United Nations, subject to review not later than 31 December 2001, in consultation with the Secretary-General, with a view to making such modifications as may be considered desirable by both parties". By resolution 54/222 the United Nations General Assembly also approved this procedure.

Document FCCC/SBI/2001/5, following consultations with relevant officials of the United Nations, has been prepared to provide a basis for the Conference of the Parties and the General Assembly to undertake such a review. Its main thrust is to recommend the maintenance of the current arrangements for another five years.

34. **Action:** The SBI is invited to take note of the report and to recommend a decision to be adopted by the Conference of the Parties, at the second part of its sixth session, to extend the current linkage with the United Nations for five years.

(c) Juridical personality of the Convention secretariat on the international plane

35. **Background:** At its fifth session, the Conference of the Parties endorsed the conclusion of the Subsidiary Body for Implementation at its eleventh session in which it decided that the consideration of the juridical personality of the Convention secretariat on the international plane should be deferred and taken up in conjunction with the review of the institutional linkage of the Convention secretariat to the United Nations which is to be completed by December 2001. In the opinion of the Executive Secretary, the Convention secretariat has not been inhibited in its functions by the lack of juridical personality on the international plane.

36. **Action:** The SBI may wish to consider whether it wishes to pursue this matter and if so when and how.

5. Any matters referred to the Subsidiary Body for Implementation by the Conference of the Parties

37. Any matters referred by the COP at the second part of the its sixth session to the SBI for consideration at its fourteenth session will be taken up under this item.

6. Report on the session

38. The SBI may wish to adopt conclusions and authorize the Rapporteur to complete the report after the session with the guidance of the Chairman and with the assistance of the secretariat. Subject to the availability of sufficient time for their translation, conclusions will be made available in all six official languages of the United Nations.

39. Parties may wish to note that due to the short period between the fourteenth and the fifteenth session of the SBI, there is a likelihood of delay in the availability of some documents in all six official United Nation languages prior to the meeting.

Annex I

DOCUMENTS BEFORE THE SUBSIDIARY BODY FOR IMPLEMENTATION AT ITS FOURTEENTH SESSION

Documents prepared for the session

FCCC/SBI/2000/17	Report of the Subsidiary Body for Implementation on the second part of its thirteenth session, The Hague, 13-18 November 2000
FCCC/SBI/2001/1	Provisional agenda and annotations. Note by the Executive Secretary
FCCC/SBI/2001/2	Report of the second meeting of the Consultative Group of Experts on National Communications from Parties Not Included in Annex I to the Convention
FCCC/SBI/2001/3	Report of the third meeting of the Consultative Group of Experts on National Communications from Parties Not Included in Annex I to the Convention
FCCC/SBI/2001/4	Administrative and financial matters. Programme budget for the biennium 2002-2003
FCCC/SBI/2001/5	Administrative and financial matters. Institutional linkage of the UNFCCC secretariat to the United Nations
FCCC/SBI/2001/6	Reports on inter-sessional activities. Further work concerning least developed countries. Institutional development needs
FCCC/SBI/2001/7	Reports on inter-sessional activities. Further work concerning least developed countries. Draft guidelines for the preparation of national adaptation programmes of action
FCCC/SBI/2001/INF.1	Report of the interregional workshop of the Consultative Group of Experts on National Communications from Parties Not Included in Annex I to the Convention
FCCC/SBI/2001/INF.2	Administrative and financial matters. Revised indicative contribution 2001

FCCC/SBI/2001/INF.8	Administrative and financial matters. Status of contributions as at 30 June 2001

Other documents for the session

FCCC/SBI/2000/10	Report of the Subsidiary Body for Implementation on the work of its thirteenth session (Part One) Lyon, 11-15 September 2000
FCCC/CP/2000/5 and Adds. 1-3 (vols. I-V)	Report of the Conference of the Parties on the first part of its sixth session, held at The Hague from 13 to 25 November 2000
FCCC/WEB/2001/1	Synthesis and assessment report of greenhouse gas (GHG) inventories submitted in 2000
FCCC/SBI/2000/11/Corr.2	Report on national greenhouse gas inventory data from Annex I Parties for 1990 to 1998. Corrigendum

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REPORTS ON INTER-SESSIONAL ACTIVITIES

WORK OF THE CONSULTATIVE GROUP OF EXPERTS ON NATIONAL COMMUNICATIONS FROM PARTIES NOT INCLUDED IN ANNEX I TO TO THE CONVENTION

Report of the second meeting of the Consultative Group of Experts on National Communications from Parties Not Included in Annex I to the Convention

Note by the secretariat

1. The Conference of the Parties (COP), by its decision 8/CP.5, requested the secretariat to facilitate the work of the Consultative Group of Experts on National Communications from Parties Not Included in Annex I to the Convention (CGE), *inter alia*, by coordinating its meetings and compiling reports on its meetings and regional workshops for consideration by the subsidiary bodies (FCCC/CP/1999/6/Add.1).

2. The secretariat coordinated and facilitated the organization and the preparation of the report of the second meeting of the Consultative Group of Experts with the objective of considering and discussing experiences, issues and/or constraints and lessons learnt, with a view to improving the preparation of national communications.

3. The report under the cover of this note is the written version of the oral report delivered by the Chairman of the CGE, Dr. Ayite-lo Ajavon (Togo) to the Subsidiary Body for Implementation (SBI) at its thirteenth session on the outcome of the second meeting of the Group, held in the offices of the Ministry of Housing, Spatial Planning and Environment, The Hague, the Netherlands on 9 and 10 November 2000. Eleven CGE members representing Africa, Asia, and Latin America and the Caribbean regions, six members from Annex I Parties and three members from international organizations, attended the second meeting.

4. The SBI may wish to take note of the report and to provide further guidance to the Group on the conduct of its work in accordance with the annex to decision 8/CP.5.

SECOND MEETING OF THE CONSULTATIVE GROUP OF EXPERTS ON NATIONAL COMMUNICATIONS FROM PARTIES NOT INCLUDED IN ANNEX I TO THE CONVENTION

Report by the Chairman
Dr. Ayite-lo Ajavon (Togo)

I. INTRODUCTION

A. Scope of the report

5. This report covers the summary of the second meeting of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE) and the progress made by the CGE in the implementation of its mandate as contained in the annex to decision 8/CP.5, and the actions undertaken by the Group as outlined in annex III of document FCCC/SBI/2000/16.

B. Background

6. Delegates may recall that the CGE presented to the Subsidiary Body for Implementation (SBI), at its twelfth session, a work plan to implement its mandate pursuant to decision 8/CP.5. In accordance with this work plan, the CGE organized its second regional workshop in Nairobi, Kenya from 15 to 18 August 2000 for the African region. The report of this workshop, which was coordinated by the Chairman, Dr. Ayite-lo Ajavon (Togo), is contained in document FCCC/SBI/2000/INF.9.

7. The third workshop of the CGE was held in Bangkok, Thailand, from 16 to 20 October 2000 for the Asian region. The report of this workshop, which was coordinated by Dr. Vute Wangwacharakul (Thailand), is contained in document FCCC/SBI/2000/INF.10.

8 Over 100 experts from 62 non-Annex I countries participated in the three regional workshops. The workshops provided an excellent opportunity for exchanging information and experiences in the process of preparing national communications. Participants discussed methodological issues encountered in the preparation of greenhouse gas (GHG) inventories, vulnerability and adaptation assessment, and abatement issues. They also discussed issues related to research and systematic observations, public awareness, education and training. In addition, cross-cutting issues such as coordination, information and networking, as well as institutional strengthening, were discussed. The discussions were focused on information provided in 29 national communications submitted as of 1 October 2000.

9. Based on the decision by the Group at its first meeting to rotate the rapporteur and chairman of its meetings among its three regions, Dr. Vute Wangwacharakul (Thailand) and Dr. Ayite-Lo Ajavon (Togo) were respectively confirmed as Rapporteur and Chairman of the second meeting.

10. The Chairman opened the meeting by welcoming the participants. He emphasized the importance of the work of the CGE and called for an expeditious implementation of its mandate. He also outlined the issues and progress made since the first meeting of the CGE.

11. The coordinators presented the main outcomes of the African and Asian workshops. In addition, Ms Julia Martinez (Mexico) presented the results of the Latin American and the Caribbean regional workshop.

12. To facilitate a thorough discussion of the outcomes of the three regional workshops, the UNFCCC secretariat provided a summary of the three workshop reports covering thematic areas such as GHG inventories, vulnerability and adaptation assessment, abatement options and financial and technical support.

13. Each member of the CGE provided a progress report on the work done so far in implementing the mandate of the Group as defined in its work plan.

14. In the discussions which followed the presentations, the Group decided to revise its work plan so that a report can be prepared in time for consideration by the SBI at its fourteenth session. The revised work plan of the Group is in annex I to this document.

II. DISCUSSIONS

15. The Group discussed a number of issues relating to the preparation of national GHG inventories, climate change vulnerability and adaptation assessment, GHG abatement options, and the requirements for financial and technical support in undertaking these activities in the preparation of the national communications.

16. A number of pertinent issues relating to the preparation of national GHG inventories were discussed. The Group noted that there is a need for appropriate national mechanisms for data collection, management and archiving, development of local and regional emission factors and the improvement of activity data, as well as for building capacity for the use of the IPCC Good Practice Guidance to improve the quality of national GHG inventories and to improve the reporting of greenhouse gas emission estimates. In addition, the Group recognized that there is a need to update the UNFCCC guidelines in line with the experience of Parties and to enhance the quality of the inventories and the transparency of reporting.

17. In discussing vulnerability and adaptation assessment issues, the Group stressed that vulnerability and adaptation is considered to be a high priority issue for non-Annex I Parties and that there is an urgent need for data and capacity to use national and regional climate, impacts and socio-economic models. Furthermore, the information contained in the UNFCCC guidelines on the reporting of vulnerability and adaptation assessments is inadequate and therefore needs to be improved. Analysis of the information obtained from the regional workshops suggests that further work is required to improve the methods for vulnerability and adaptation assessment and for the integration of these assessments with economic development planning.

18. The Group discussed the issue of greenhouse gas abatement options and recognized that most Parties have assessed GHG abatement options in their national communications and have expressed the need for better methods and tools for these assessments.

19. The provision of financial and technical resources is crucial for sustaining the process of preparing and improving the quality of national communications. Hence, financial and technical support is needed to address, among others, the following issues: improvement and/or establishment of systematic observation stations to help provide information needed to support climate change studies, enhancement of training, education, public awareness, institutional strengthening, coordination and networking related to the implementation of the Convention, and the need to address methodological and other issues related to GHG inventories, vulnerability and adaptation assessments and abatement options.

20. In relation to assistance programmes for the preparation of national communications, the Group noted the important role played by the National Communications Support Programme (NCSP)[1] in supporting non-Annex I Parties to prepare their national communications. However, it is regrettable that such an important support programme is likely to be discontinued in the near future. In this context, the CGE strongly urged the continuation of the programme to support over 70 non-Annex I Parties that are at various critical stages of preparing and completing their national communications.

21. The Group requested the secretariat to compile information on activities and programmes that facilitate and support the preparation of national communications by non-Annex I Parties. This information will assist the Group in the conduct of its work in accordance with paragraph 5 (d) of the annex to decision 8/CP.5.

22. The Group discussed the organization of an Inter-Regional Workshop to be held in the year 2001 to address all other outstanding issues needed to finalize the work of the CGE. Members agreed to provide analyses of information contained in national communications submitted as of 31 January 2001 and to prepare reports to be considered by participants at this workshop according to the revised work plan of the CGE as contained in annex I.

23. The Group noted the offer made by the Government of Cuba to host the Inter-Regional Workshop but agreed that time should be allowed until the end of 2000 for other non-Annex I countries to make offers to host the meeting. The workshop is scheduled for 19 to 22 March 2001.

24. With respect to the third meeting of the CGE, it was decided that in order to save resources it will be held immediately after the Inter-Regional Workshop, from 23 to 24 March 2001 and not prior to the fourteenth session of the SBI as was originally planned. During this CGE meeting, the experts will consider how the conclusions and recommendations of the Inter-Regional Workshop would be incorporated into the report to be presented to the SBI at its

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[1] The NCSP is implemented jointly by the United Nations Development Programme and the United Nations Environment Programme with Global Environment Facility funding. The aims of the NCSP are to promote the quality, comprehensiveness and timeliness of initial national communications from non-Annex I Parties, and to ensure timely and cost-effective implementation of GEF projects on climate change enabling activities.

fourteenth session. The fourth meeting of the CGE will be held from 6 to 7 August 2001, as originally planned, at a venue yet to be decided.

25. The Group also discussed the financial report of the CGE for the year 2000, as contained in annex II of this report, and noted the significant difficulties experienced in receiving funds in a prompt manner in order to carry out its activities for the year 2000. However, the Group acknowledged the generous contributions from the governments of the United States of America (US$ 150,000), Australia (US$ 14,800), Finland (US$ 13,371) and Germany through the Bonn Fund (US$ 21,000). At the end of the three workshops, the Group's budget was in deficit to the amount of US$ 18,552. However, the recent contribution from Switzerland of US$ 27,778 made it possible to offset the deficit in the year 2000.

26. The estimated funds required for the implementation of the activities of the CGE for the year 2001 are US$ 284,296. However there is a carry-over of US$ 9,226 from contributions for the year 2000. The net amount required is therefore US$ 275,070.

27. The CGE also noted with gratitude the contribution of US$ 39,447 made by the NCSP that enabled 13 additional participants to attend the African regional workshop in Nairobi, Kenya. This was made possible because the regional workshop was held back-to-back with the NCSP regional exchange workshop for Eastern and Southern African countries.

28. The Group agreed that significant progress has been made by the CGE in accomplishing its mandate as contained in its terms of reference in the annex to decision 8/CP.5, and therefore urged Annex I Parties to provide adequate funding for the activities of the CGE in 2001.

Annex I

Work plan of the CGE as revised at its second meeting

SUBGROUPS	**Completion of work in accordance with the mandate contained in decision 8/CP.5 paras. 5(b), (c), (d) and (e) as appropriate**
DEADLINE	**12 Feb 2001**
1. GHG inventories: 5(f), (g) Brazil, Germany, Saudi Arabia, Switzerland, Togo (coordinator), IPCC Inventory Taskforce and NCSP	- methodological issues - data acquisition, networking and database - possible guidelines - reporting
2. Vulnerability and adaptation assessment Australia, Bahamas, Ecuador, Pakistan, Netherlands, Senegal (coordinator), NCSP	- methodological issues - data acquisition, networking and database - possible guidelines - reporting
3. Abatement Egypt, Netherlands, Slovakia, South Africa, Thailand (coordinator), NCSP	- methodological issues - data acquisition, networking and database - possible guidelines - reporting
4. a) Public awareness, education and training b) Research and systematic observation Australia, China, Mexico (coordinator), Fiji, Tanzania, Togo, UNITAR/CC:TRAIN	- demonstration projects (which could be replicated and disseminated) - possible amendment of SBSTA guidelines on research and systematic observation - research networks, global observing systems, global change programmes
5. Cross-cutting issues a) Networking and information Antigua and Barbuda, Bahamas (coordinator), Mexico, USA, UNITAR/CC:TRAIN b) National circumstances, planning Antigua and Barbuda, Saudi Arabia (coordinator), South Africa, USA	- capacity-building - information technology - Internet facilities - capacity-building - possible guidelines - reporting (development of a template-revision of UNFCCC table I)

Annex II

Cost estimates for meetings and workshops
(Revised version after the second meeting of the CGE)

Expenditures 2000	**in United States dollars**
Regional Workshop in LAC (Mexico)	60,973
Regional Workshop in Africa (Nairobi) (NCSP provided an additional estimated US$ 39,447)	33,795
Regional Workshop in Asia (Bangkok)	40,163
First CGE Meeting, Bonn (7 funded participants)	20,746
Second CGE Meeting, The Hague (10 funded participants)	32,543
Total expenditures	**188,220**
Income 2000	
USA	150,000
Switzerland	27,778
Germany (Bonn Fund)	21,000
Australia	14,800
Finland	13,371
Total income	**226,949**
Less 13% administrative costs	**(29,503)**
Net income	**197,446**
Net income over expenditures	**9,226**
Estimates 2001	
Joint Regional Workshops (61 funded participants) and Third CGE Meeting, Bonn (16 funded participants)	227,296
Fourth CGE Meeting (16 funded participants)	57,000
Total	**284,296**
Net amount required	**275,070**

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Report of the third meeting of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention

Note by the secretariat

1. Pursuant to its mandate from the Conference of the Parties (decision 8/CP.5), the secretariat coordinated and facilitated the organization of the third meeting of the Consultative Group of Experts (CGE) and the preparation of its report. The objectives of the meeting were to consider the report of the CGE interregional workshop, to review progress made by the CGE on its work plan and to revise the CGE plan for completing its work (FCCC/CP/1999/6/Add.1).

2. The subsidiary bodies may wish to take note of the report and to provide further guidance to the CGE on the conduct of its work.

THIRD MEETING OF THE CONSULTATIVE GROUP OF EXPERTS ON NATIONAL COMMUNICATIONS FROM PARTIES NOT INCLUDED IN ANNEX I TO THE CONVENTION

Report by the Chairman
Dr. Vute Wangwacharakul (Thailand)

I. INTRODUCTION

A. Background

1. At its second meeting[1] and in accordance with its work plan, the CGE established six task groups to analyse the various elements of national communications and to present the results to the CGE at its third meeting. The six task groups considered the following elements: greenhouse gas (GHG) inventories; abatement options; vulnerability and adaptation assessment; education, training and public awareness; research and systematic observations; information and networking; and national circumstances.

2. The work prepared by the task groups, based on the analysis of information contained in the national communications, was supported by the output of the three regional workshops held in the year 2000, the compilation and synthesis of 50 national communications prepared by the UNFCCC secretariat, and the interregional workshop[2] which preceded the third meeting of the CGE.

3. The third meeting of the CGE was held in Panama City, Panama, from 23 to 24 March 2001. Twenty-one members attended the meeting, representing the Africa, Asia, Latin America and the Caribbean regions, Parties included in Annex I to the Convention (Australia, Germany, the Netherlands, Slovakia, Switzerland and the United States of America) and relevant organizations (the Intergovernmental Panel on Climate Change (IPCC) Inventory Task Force on National Greenhouse Gas Inventories and the UNDP/UNEP/GEF National Communications Support Programme (NCSP)).

B. Scope of the document

4. This document contains a summary of the discussions held by the CGE at its third meeting on the conclusions and recommendations of the interregional workshop, on progress made by its task groups, and on its work plan for the preparation of its preliminary report to the subsidiary bodies.

5. The first section of this document focuses on the discussion of the report of the interregional workshop mentioned in paragraph 4 above. The second section provides a summary of discussions on the progress of work of its task groups on GHG inventories, abatement options, vulnerability and adaptation assessments, and cross-cutting issues, namely,

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[1] See FCCC/SBI/2001/2.
[2] FCCC/SBI/2001/INF.1.

education, training and public awareness; information and networking; national circumstances; and financial and technical support. The final section of this document covers the outline of information to be included in the preliminary report of the CGE to the subsidiary bodies, guidance notes to drafters of task group reports, and the revised work plan of the CGE.

II. DISCUSSIONS

6. The Chairman of the second meeting of the CGE, Dr. Ayité-lo Ajavon (Togo), thanked the members and the UNFCCC secretariat for the excellent work done in supporting him during his term as Chairman of the CGE. The CGE then elected Dr. Vute Wangwacharakul (Thailand) and Mr. Philip S. Weech (Bahamas) as Chairman and Rapporteur, respectively, for its third meeting.

7. Dr. Wangwacharakul welcomed the CGE members to the third meeting and emphasized the significance of the meeting, during which many issues relating to the mandates of the CGE, as contained in decision 8/CP.5 (FCCC/CP/2000/6/Add.1), were to be considered. He also welcomed the good progress made since the second meeting and made particular reference to the successful completion of the interregional workshop.

8. The CGE members discussed the report of the second meeting of the CGE and requested two minor amendments. With these amendments, the members accepted the report of the second meeting of the CGE (FCCC/SBI/2001/2).

A. Consideration of the report of the interregional workshop

9. The CGE considered and made minor revisions to and endorsed the sections of the interregional workshop report relating to: GHG inventories; abatement options; vulnerability and adaptation assessment; education, training and public awareness; information and networking; and national circumstances. In addition, as requested by the participants at the workshop, the CGE members revised, collated and completed the issues relating to financial and technological needs and constraints. The revised text has been included in the report of the interregional workshop (FCCC/SBI/2001/INF.1).

10. The members discussed the interregional workshop report relating to information and networking, and the activities and programmes that support the preparation of national communications. These items were not fully covered in the workshop and therefore needed further discussion by the CGE members.

11. On information and networking, the members acknowledged that there is an expressed desire by all regions to develop and/or enhance national and/or regional networking arrangements for information exchange, and to develop databases, as well as data collection and management processes. These developments are currently hampered by limited human and financial resources.

12. In discussions, the members acknowledged that for effective exchange of information, it is important to strengthen not only governmental institutions but also other relevant institutions,

such as non-governmental and community-based organizations, organizations in the private sector, and local and regional media in Parties not included in Annex I to the Convention (non-Annex I Parties), through the provision of adequate financial resources from the Global Environment Facility (GEF) and donor organizations.

13. In discussing the support programmes, the CGE considered and reviewed the information drawn from 50 national communications submitted to the secretariat by March 2001. It also considered information from the National Communications Support Programme, and information obtained by the secretariat through the responses to a questionnaire returned by bilateral and multilateral organizations. The CGE also agreed that multilateral and bilateral programmes which supported the preparation of national communications by non-Annex I Parties should be continued by their respective agencies and/or governments.

14. The CGE agreed that further analysis of the activities and programmes that support the preparation of national communications from non-Annex I Parties is needed. An additional task group was therefore formed to undertake this work.

15. As a result of the discussions, a revised text on information and networking and on support programmes has been prepared during the meeting and is included in this document as annexes I and II, respectively.

B. Consideration of the work of the CGE task groups

16. In accordance with the CGE work plan and the decisions taken at its second meeting, coordinators of the task groups presented progress reports on the following topics: GHG inventories; abatement options; vulnerability and adaptation assessments; information and networking; and education, training and public awareness.

17. The GHG inventories task group report was presented by Dr. Ayité-lo Ajavon (Togo) who reiterated the problems related to the lack of activity data and appropriate emission factors in all regions. He stressed that activity data and emission factors needed to be improved, particularly in the land-use change and forestry (LUCF), energy from fuel combustion, agriculture and waste sectors. Dr. Ajavon pointed out that some important analytical work had been undertaken by other members of the GHG inventory task group, particularly on the LUCF and energy sectors, and that these would be incorporated into the task group report.

18. Dr. Vute Wangwacharakul (Thailand) discussed the work of the abatement task group and concluded that although non-Annex I Parties are not obliged to report on abatement options, all reporting Parties so far have included some level of abatement analysis in their initial national communications. He further stressed that capacity-building and training, particularly on the development and analysis of abatement options, is needed in order to strengthen the abatement analysis in non-Annex I Parties.

19. Dr. Isabelle Niang-Diop (Senegal) presented the work of the vulnerability and adaptation assessment task group and stressed that vulnerability and adaptation assessment is a priority issue for non-Annex I Parties. She noted particularly that agriculture and water resources are the two most critical sectors for the 50 non-Annex I Parties who have submitted their initial national

communications. She concluded by saying that further work is being undertaken by the task group on this issue, which will be included in the task group's report to the CGE.

20. Mr. Philip S. Weech (Bahamas) reported that the work on information and networking is progressing well. He stated that information and networking is crucial for the exchange of experience, expertise, skills and knowledge within and between organizations, countries and regions and that it is therefore a critical element in the process of the preparation of national communications.

21. Ms Julia Martinez (Mexico) presented information on the work of the task group on education, training and public awareness. She indicated that these issues form the cornerstone of any programme implementation and need, therefore, to be undertaken at various levels simultaneously with the preparation of national communications. She stressed that most reporting Parties will need further support sensitizing the public at large and, in particular, the policy-makers, about issues relating to the implementation of the Convention.

22. In the ensuing discussion on the work of the task groups, the CGE agreed that each task group has to prepare a final report. The CGE task group reports will cover the main findings and recommendations in regard to each of the elements of national communications. The CGE also agreed that guidance would be required for drafting the task group reports and for directing the work of the coordinators of each of the task groups. The *Guidance for the drafting of CGE task group reports* was prepared and accepted by the CGE and is attached to this document as annex III.

C. CGE work plan in response to decision 8/CP.5

23. In preparation for, and in anticipation of, its report to be submitted to the subsidiary bodies at its fourteenth session, the CGE discussed several issues relating to the timing of the completion and submission of its report to the subsidiary bodies, its work plan and the process of the preparation of its report.

24. The CGE was of the view that to facilitate the discussion of issues relating to the improvement of the national communications of non-Annex I Parties, it could provide its preliminary report to the subsidiary bodies at its fourteenth session in July 2001. In this context, the work plan was revised for each of the task groups so that they would focus on methodological issues, data acquisition, networking and databases, and recommendations for possible reporting guidelines. The work plan as revised by the CGE at its third meeting is included in annex IV.

25. The CGE also revised the timetable for the completion of the reports of its task groups and agreed that the task group reports should be completed by 15 May 2001. This would give sufficient time for information contained in these reports to be incorporated into the preliminary report of the CGE to the subsidiary bodies.

26. The CGE also discussed the elements of information to be included in its report to the subsidiary bodies. It agreed that the conclusions and recommendations of the CGE task group reports and the CGE workshops (that is, three regional workshops held in the year 2000 and the interregional workshop held in March 2001) would constitute the basis for its preliminary report.

27. The CGE further discussed the outline and structure of its preliminary report to the subsidiary bodies, as well as a timetable for its preparation. The outline and structure of the preliminary report to the subsidiary bodies was prepared and distributed for further discussion by the CGE. It was agreed that the outline and structure of the preliminary report would follow closely the terms of reference of the CGE annexed to decision 8/CP.5. The outline of this preliminary report is included in annex V. Following considerable discussion, it was also agreed that a drafting group, comprising the Chairman, the Rapporteur and Dr. Lauraine Lotter (South Africa), would prepare and provide the draft of the preliminary report by 15 June 2001 to allow sufficient time for its review by the rest of the members of the CGE.

28. Further discussion ensued with regard to the date and venue of the fourth meeting of the CGE. It was agreed that in order to address any issues raised by the subsidiary bodies with respect to the preliminary report, the fourth meeting of the CGE would be tentatively scheduled to be held in Bonn, Germany from 30 to 31 July 2001. It was also agreed that, in the event that there would not be sufficient time available for discussions relating to this report during SBI 14, the fourth meeting would be postponed to a later date.

29. Due to lack of time, there was only a brief discussion on the financial report of the expenditures incurred and planned by the CGE to accomplish its work during the period 2000 and 2001(see annex VI).

Annex I

Information and networking

Introduction

1. It has been recognized by the CGE that non-Annex I Parties face a number of particularly difficult challenges in preparing their national communications. These challenges include limited human and financial resources, limited data and information, underdeveloped or non-existent systems for collecting, processing, maintaining and updating data and information, and difficulties in accessing information and expertise available in other countries or regions, or at the global level.

Main issues

2. In discussing the findings drawn from 50 national communications, the three regional workshops held in the year 2000, and the interregional workshop, the CGE made the following observations:

(a) Almost all countries expressed interest in developing and/or enhancing national and, where appropriate, subregional and regional networking arrangements, as well as in improving data collection and management; a general will to eliminate information gaps was expressed;

(b) In Africa, there is a need to create basic databases at national and regional levels and also systems for sharing data, information and expertise;

(c) In Asia, the picture varies significantly from country to country. Some Asian countries expressed the need to improve existing information systems while others expressed the need to create such systems. The regional workshop found that there is a lack of hardware, software and expertise for establishing networking facilities for information exchange;

(d) The Latin America and the Caribbean region has an intermediate level of information system development related to climate change. Countries want to improve and develop an information exchange system at the regional level. The regional workshop highlighted the need to strengthen coordinating mechanisms for improving information exchange among scientific and technical institutions, as well as the need to strengthen existing programmes that provide support to the national communication process;

(e) As national databases, models and expertise are the most important foundations for high-quality national communications, limitations in national systems can be ameliorated in part through two closely linked approaches: (i) the creation and strengthening of regional and international networks which provide data, information, tools and expertise necessary for the development of high-quality national communications and (ii) the facilitation of greater access to, and use of, communication technologies which are needed to underpin these networks;

(f) There are numerous organizations which provide information and expertise directly relevant to the different elements of national communications. These include the

Intergovernmental Panel on Climate Change (IPCC), the United Nations Development Programme (UNDP), the United Nations Environment Programme (UNEP), the World Bank, the International Energy Agency, the Food and Agriculture Organization of the United Nations (FAO), regional organizations such as the Organización Latinoamericana de Energía (OLADE) in Latin America, and a large number of non-governmental, academic and research institutions. Furthermore, because these organizations make much of their information available over the Internet, they effectively constitute a large network. Some organizations, such as UNDP, are even beginning to provide consultative services (expertise) over the Internet;

(g) Effective access to much of these data, information and expertise is limited, however, by at least two significant factors. First, much of it is not organized or structured in a user-friendly manner. Second, the current ability of many institutions in many developing countries to access the Internet in a consistent, efficient and cost-effective manner is severely limited due to the absence of essential infrastructure. To illustrate this, while there are currently about 135 million Internet users in the United States alone, there are only about 21 million in Latin America and 3.2 million in Africa. The ability of most institutions in developing countries to participate in higher-end activities, such as video-conferencing, is even more limited due to the fact that these activities require both more powerful computers and more powerful communication channels. Improvements in wireless technologies offer the hope that for many developing countries it may not be necessary to install extensively wired infrastructure; this will, however, take a few years to determine.

Recommendations

3. To address the needs and constraints identified in paragraph 2 above, the CGE made the following recommendations:

(a) Encourage, where appropriate, the establishment and/or strengthening of national, subregional and regional centres of excellence in climate change in order to facilitate networking and information exchange, conduct research and provide a forum for education, training and public awareness;

(b) Encourage the sharing of climate model outputs, including downscaled outputs, for use in vulnerability and adaptation assessments and for input to adaptation measures, including disaster preparedness. Encourage information sharing and networking of research and systematic observation networks;

(c) Encourage, where possible, networking and information sharing with non-governmental organizations, community-based organizations, the private sector, and the local and regional media;

(d) Strengthen and/or establish efficient systems, including electronic ones, for climate change data storage, processing and management;

(e) Strengthen the exchange of data, information and expertise by:

(i) Encouraging the Global Environment Facility (GEF) and donor organizations to direct resources to enhancing the ability of non-Annex I Parties to access the Internet and use it effectively;

(ii) Encouraging the UNFCCC secretariat, the IPCC, and other organizations providing climate-related information and services to give increased attention to making these available through the Internet, CD-ROMs and similar technologies, in a user-friendly manner;

(iii) Encouraging donors and Annex II Parties to provide resources for the provision of computer skills, including formal training programmes in information technology at national and/or regional institutions.

(f) Strengthen existing networks.

Annex II

Support programmes

Introduction

1. A preliminary evaluation of activities and programmes that facilitate the preparation of national communications by non-Annex I Parties implemented over the past eight years, indicated that the financial assistance provided to non-Annex I Parties is approximately US$ 130 million. This support has been made available to Parties through bilateral and multilateral programmes. The GEF, as an operating entity of the financial mechanism of the Convention, has provided approximately US$ 80 million to fund enabling activities for the preparation of initial national communications. Of this amount, US$ 40 million was spent on projects covering limited components of the national communications, while US$ 23 million and US$ 17 million were spent on national projects approved under expedited and non-expedited procedures, respectively. In addition, some US$ 47 million has been provided through bilateral programmes, which supported the preparation of some elements of national communications. These bilateral programmes include the United States Country Studies Programme, the Netherlands Climate Change Studies Assistance Programme, the Finland Climate Change Assistance Programme and the German Technical Cooperation Agency. Australia, Greece, Italy, Japan, New Zealand and the United Kingdom have also provided financial and technical assistance to support climate change activities in non-Annex I countries. Additionally, non-Annex I Parties have themselves committed to the national communication process significant national resources in the form of "in-kind" contributions of financial and human resources, the value of which cannot be assessed easily.

2. As of 24 March 2001, 50 non-Annex I Parties have submitted their initial national communications. Additionally, 30 Parties have reported the imminent completion of their initial national communications. This implies that 66 Parties, representing about 45 per cent of non-Annex I Parties, are still at different stages of the process of preparing their national communications, and need support for their completion. Moreover, one of the main findings of the work of the CGE is that the importance of support for the national communication process cannot be over-emphasized as all non-Annex I Parties continue to stress the need to increase capacity, to enhance work completed and to respond to the changing requirements of the climate change process, including GHG inventories and abatement analysis and vulnerability and adaptation assessments. Additionally, some countries are engaged in phase II enabling activity projects or are already in the process of elaborating their second national communication.

Main issues

3. From the preliminary analysis of the support programmes, it appears that there is room for better coordination between these programmes in order to avoid duplication of efforts. However, significant needs still exist and new needs have been identified as a result of the preparation and submission of initial national communications by non-Annex I Parties:

(a) The bilateral and multilateral support requires better coordination under the guidance of the Conference of the Parties in order to strengthen further the preparation of national communications by non-Annex I Parties. Further, there is a need for important linkages to be developed within and across regions;

(b) It is also clear that support activities on a regional basis have proven to be helpful, and regional institutions involved in research activities have benefited from these efforts. However, additional resources are needed to further this process, and links with research centres, universities and other relevant institutions need to be developed.

4. The CGE noted that the National Communications Support Programme has made an important contribution in assisting approximately 100 non-Annex I Parties by providing technical support for the preparation of national communications.

5. Activities provided by support programmes, including the National Communications Support Programme, should continue to assist Parties who are either in the process of preparing their initial national communications, or engaged in preparing their second national communications. Additionally, these programmes should assist Parties which are implementing capacity-building activities through phase II enabling activity projects.

6. The differing focuses of the support activities and the coverage across technical areas and regions, as well as the lack of comprehensive reviews of some support programmes, make it difficult to draw conclusions on the effectiveness of the efforts to date.

7. The CGE task group on support programmes should continue to analyse the information provided by the bilateral and multilateral programmes with a view to identifying gaps and making recommendations as to how better to coordinate these activities and programmes in order to enhance the preparation of national communications in accordance with paragraph 5 (d) of the annex to decision 8/CP.5.

Annex III

Guidance for the drafting of CGE task group reports (and time frame)

1. This guidance covers the reports of the following task groups of the CGE:

(a) GHG inventories

(b) Vulnerability and adaptation

(c) Abatement

(d) Public awareness, education and training

(e) Information and networking, national circumstances and planning

(f) Financial and technical support

2. The report should be drafted according to the following outline:

(a) **Introduction**: This section should cover the methodology used by the group to arrive at the findings; for example, examination of national communications, review of compilation and synthesis report and workshop reports;

(b) **Main findings**: This section should cover the methodological issues, data acquisition and database matters relevant to the issue being covered by the task group or other issues as set out in the revised work plan of the CGE;

(c) **GHG inventories**: Methodological issues, data acquisition and database, possible guidelines and reporting;

(d) **Vulnerability and adaptation**: Methodological issues, data acquisition and database, possible guidelines and reporting;

(e) **Abatement**: Methodological issues, data acquisition and database, possible guidelines and reporting;

(f) **Public awareness, education and training**: Demonstration projects (which could be replicated and disseminated);

(g) **Research and systematic observation**:

(i) Possible reporting guidelines on research and systematic observation (including relevance of COP decisions);

(ii) Research networks, global observing systems, global climate change programmes;

(h) **Information and networking**: Capacity-building, information technology, Internet facilities;

(i) **National circumstances and planning**: Possible guidelines, reporting, development of a template (revision of UNFCCC table 1);

(j) **Financial and technical support**: Factual situation of current support available; gap analysis, comparing needs expressed in workshop reports and national communications, and support available;

(k) **Recommendations**: This section should cover all recommendations relating to the issue covered by the task group and should include, where relevant, possible improvements to the IPCC or UNFCCC guidelines, improvements to technical and financial support, or any other recommendations. Technical and financial recommendations should be included in each task group report;

(l) **Bibliography**: This section should include references to all material used in the compilation of the report.

3. Time frame: [1]

(a) Completion of interregional workshop report:

Zero order draft of workshop report to all CGE members from secretariat:	9 April 2001
Comments by CGE members to secretariat on zero order draft:	16 April 2001
Integration of comments and distribution to delegates by secretariat to workshop:	20 April 2001
Distribution of above version to CGE members as working document:	20 April 2001

(b) Task group reports:

Distribution by coordinator to members of zero rough draft of task group report:	9 April 2001
Comments and contributions on zero rough draft from group members:	30 April 2001
Integration of comments and distribution of new version to members for final comments:	7 May 2001
Submission of final task group report by coordinator to secretariat:	15 May 2001

(c) Draft CGE Chairman's report:

Consolidation of task group reports into first draft Chairman's text and distribution to CGE members:	30 May 2001
Comments on draft Chairman's text:	15 June 2001

[1] The analysis of national communications should cover all national communications received by the secretariat and made available to the members by 15 April 2001.

Annex IV

Work plan of the CGE as revised at its third meeting

TASK GROUPS	**Completion of work in accordance with the mandate contained in decision 8/CP.5 paras. 5 (b), (c), (d) and (e) as appropriate**
DEADLINE	15 May 2001
1. GHG inventories: Mandate contained in paras. 5(f), (g) Brazil, Germany, Saudi Arabia, Switzerland, Togo (coordinator), IPCC Inventory Task Force Bureau and National Communications Support Programme	- methodological issues - data acquisition, networking and database - possible guidelines - reporting
2. Vulnerability & adaptation assessment Australia, Bahamas, Ecuador, Fiji, the Netherlands, Pakistan, Senegal (coordinator), National Communications Support Programme	- methodological issues - data acquisition, networking and database - possible guidelines - reporting
3. Abatement Egypt, the Netherlands, Slovakia, South Africa, Thailand (coordinator), National Communications Support Programme	- methodological issues - data acquisition, networking and database - possible guidelines - reporting
4. a) Public awareness, education and training b) Research & systematic observation Australia, China, Mexico (coordinator), Fiji, Tanzania, Togo	- demonstration projects (which could be replicated and disseminated) - possible reporting guidelines on research and systematic observation - research networks, global observing systems, global change programmes
5. Cross-cutting issues a) Information and networking Antigua and Barbuda, Bahamas (coordinator), Mexico, the United States b) National circumstances, planning Antigua and Barbuda, Saudi Arabia, South Africa, the United States	 - capacity-building - information technology - Internet facilities - capacity-building - possible guidelines - reporting (development of a template - revision of table I in UNFCCC guidelines)
6. Financial and technical support, including support programmes Antigua and Barbuda, Fiji, South Africa, the United States (coordinator)	
7. Preparation of report to subsidiary bodies Bahamas, South Africa, Thailand (coordinator)	

Annex V

Outline of the report of CGE to the subsidiary bodies
(In accordance with the terms of reference annexed to decision 8/CP.5)

I. Executive summary
- A. Introduction
- B. Methodology
- C. National circumstances and planning
- D. Greenhouse gas inventories
- E. Vulnerability assessment and adaptation
- F. Abatement
- G. Public awareness, education and training
- H. Research and systematic observation
- I. Information and networking
- J. Financial and technical support
- K. Recommendations

II. Introduction
- A. Mandate
- B. Scope of report
- C. Methodology
- D. Status of submission of non-Annex I national communications

III. National circumstances and planning
- A. Capacity-building
- B. Possible revision of table I in UNFCCC guidelines
- C. Recommendations

IV. Greenhouse gas inventories
- A. Methodological issues
- B. Data acquisition, networking and database
- C. Other issues
- D. Recommendations

V. Vulnerability assessment and adaptation
- A. Methodological issues
- B. Data acquisition, networking and database
- C. Other issues
- D. Recommendations

VI. Abatement
- A. Methodological issues
- B. Data acquisition, networking and database

C. Other issues
D. Recommendations

VII. Public awareness, education and training
A. Demonstration projects
B. Other issues
C. Recommendations

VIII. Research and systematic observation
A. Research networks, global observing systems, global climate change programmes
B. Possible reporting guidelines on research and systematic observation (including reference to relevant COP decisions)
C. Other issues
D. Recommendations

IX. Information and networking
A. Capacity-building
B. Information technology
C. Internet facilities
D. Other issues
E. Recommendations

X. Financial and technical support
A. Support programmes
B. Other issues
C. Recommendations

XI. Recommendations
A. Financial and technical support
B. Information in national communications
C. Coordination of activities and programmes to enhance the preparation of national communications
D. Proposals for overcoming difficulties encountered in the preparation of national communications
E. Improvement in analytical and methodological approaches
F. Proposals for overcoming difficulties in the use of IPCC Guidelines and UNFCCC guidelines
G. Improvement of interaction amongst experts from all Parties

XII. Acknowledgements

XIII. Bibliography

Annex VI

Cost estimates for meetings and workshops
(Revised after the second meeting of the CGE)
(United States dollars)

Income (contributions received from 2000 to date):

United States	250,000
Finland	13,371
Australia	41,560
Switzerland	27,778
Germany (Bonn Fund)	21,000
Total	**353,709**
less 13% administrative costs	(45,982)
Net	**307,727**

Expenditures in 2000

Regional Workshop in LAC (Mexico City, Mexico)	60,973
Regional Workshop in Africa (Nairobi, Kenya) (NCSP provided approximately US$ 39,447)	33,795
Regional Workshop in Asia (Bangkok, Thailand)	40,163
First CGE Meeting, Bonn, Germany (7 funded participants)	20,746
Second CGE Meeting, The Hague, the Netherlands (10 funded participants)	32,543
Total	**188,220**

Estimated expenditures in 2001

Inter-Regional Workshop (61 funded participants) and Third CGE Meeting, Bonn (16 funded participants)	227,296
Fourth CGE Meeting (16 funded participants)	57,000
Total	**284,296**
Net amount required (as of March 2001)	**164,789**

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